



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue, Suite 900
Seattle, WA 98101-3140
SEP 11 2017

OFFICE OF
REGIONAL COUNSEL

MEMORANDUM

SUBJECT: Redlegation Authority to Declare Natural and Non-natural Disaster Emergencies

FROM: Allyn Stern, Regional Counsel
Office of Regional Counsel

THRU: Nancy Lindsay, Director
Office of Management Programs
Assistant Regional Administrator

TO: Michelle Pirzadeh
Acting Regional Administrator

Region 10 is redelegating authority from the Regional Administrator to the Deputy Regional Administrator and Assistant Regional Administrator to "declare natural-disaster emergencies and non-natural disaster emergencies that will allow regional human resources officers and program management officers (PMOs) to make exceptions to the biweekly maximum earnings limitation (biweekly premium pay cap) under the conditions specified in Title 5, United States Code, Section 5547, Limitations on Pay". The new Region 10 Standard Operating Procedure (SOP) (attached) for the biweekly maximum earnings limitations (also known as the biweekly pay cap) process provides a streamlined process for requests, approvals, authorizations to lift and reinstate the biweekly pay cap with sufficient Region 10 management and policy review. The new SOP includes clear steps for the RA or redelegatee(s) to review and sign the necessary forms for this process.

Attachment



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OFFICE OF
MANAGEMENT
PROGRAMS

MEMORANDUM

SUBJECT: Region 10 Bi-Weekly Pay Cap Waiver Standard Operating Procedure

FROM: Nancy Lindsay, Director
Office of Management Programs
Assistant Regional Administrator

A handwritten signature in blue ink, likely belonging to Nancy Lindsay, is placed over the "FROM:" line.

TO: Region 10 Executive Team

The purpose of this memorandum is to issue the Region 10 Bi-weekly Pay Cap Waiver Standard Operating Procedure (SOP). This SOP establishes procedures for processing waivers to the biweekly maximum earning limitation for Region 10 employees working overtime in emergencies involving direct threats to life or property and/or natural disaster responses. The SOP, attached form, and routing must be used for any future waiver request made by Office Directors to the Regional Administrator or their redelegatee(s) for approval.

Moreover, the SOP will create efficiencies, reduce waste, improve accountability and record keeping, and strengthen internal controls by standardizing and improving our documentation and recordkeeping for pay cap waiver requests. We worked closely with our primary customer (Office of Environmental Cleanup), Office of Regional Counsel, Human Capital Officer, Records Liaison Officer, Comptroller, and Shared Service Center to streamline the procedures for requesting, approving, and authorizing the lift and reinstating the pay cap with sufficient Region 10 management and policy review. The new SOP includes clear steps for the RA or redelegatee(s) to review and sign the necessary forms for this process.

If you have any further questions, please contact the Human Capital Officer or Comptroller.

Attachments (2)

1. Region 10 Biweekly Pay Cap SOP August 2017
2. Re-delegation Authority-Natural Disaster

cc: Region 10 Supervisors
Director, Las Vegas Shared Service Center
Region 10 Management Analysts-Finance